

**BWVC Regular Meeting
7:30 PM at the BWVC
Monday, September 21, 2020**

The meeting was opened with the governor's proclamation that municipal meetings can be conducted via teleconference. All in attendance in person and via telephone were in official meeting attendance.

Attendance: Maria Burslem, Pam Cohen, Denis O'Regan, Toby Ridings, Shari Phalen, Ken Rosenberg, Debbi Sheiker, Mary Young.

Guest: Skip Bailey, Town Treasurer

Proposed Agenda: Reviewed and approved.

Minutes: August 2020 Regular Meeting Minutes were approved.

Skip Bailey was in attendance and provided the following information:

- The Reimbursement Process
 - All requests for reimbursement must be signed off by a committee member.
 - Any committee member can sign off on a request if they have been involved in the respective activity.
 - Denis will email a contact to Skip for sign-off.
 - Skip can be reached via email at: treasurer@arden.del.gov
- Ongoing Expense Process
 - A TD Bank account will be opened with a debit card provided to the building manager.
 - Skip can monitor the funds through the online bank access.
 - A \$500 limit and a daily limit will be established.
 - There is no minimum balance requirement or monthly fee.
 - This will provide a robust 'paper trail'.

Building Manager's Report:

- Over 80's Celebration
 - Pam is awaiting notification from Cookie Olson as to whether this will take place.
- 1st Birthday Party Rental
 - Tentatively booked for December
- ASHI Home Inspectors Meeting
 - First meeting took place with all procedures being effectively followed. The event went well.
- Strength and Mobility Contributions
 - For June, July, August 2020, \$786 was collected.
 - BWVC cost for instruction is \$100/week. Total cost to the Buzz: \$400/month.
- Security Instruments
 - Still awaiting a date for inspection
- Exterior Lighting
 - Cheifo corrected the outside lighting issues, installing new sensors
 - Randy Hoopes donated all new LED bulbs.

- Patrick is compiling a Facilities Guide for BWVC maintenance staff.
- Moisture at BWVC interior entrance
 - There is an issue with moisture coming in under the double entry doors.
 - Denis will address
- Website COVID procedural guidelines
 - Need to be updated to 60%, per current governmental guidelines
 - Mary will coordinate update with Ken/Pam.

Program Report: *See Program Report for information presented. Some of the information provided is recapped, as follows:*

- Chair Yoga
 - One day session will be held on 9/24.
- BWVC as Study Space
 - No more information has been received from Jeff Politis on this concept at this time.

Chairpersons Report:

- BWVC Flooring Transitions
 - Denis reported that he has purchased and milled the materials for the transition thresholds.
 - Jeremy will install next pay period.
- BWVC Mural
 - Denis has had Jeremy demolish the old chalk board in preparation for the new mural
- Room 3
 - New screen needed at french doors. Also need to examine the threshold condition here.
- Air Purification Systems
 - A proposal was submitted to Jeffrey Politis, Town Chair for review.
 - Total cost: \$2900
 - Also includes replacement of all thermostats with Honeywell Vision Pro 8000
 - Wifi based
 - Total cost: \$1675 (4 units)

Motion to adjourn at 9:30 PM was approved.

Respectfully submitted,
Mary Young, BWVC Secretary

Buzz Manager's Report September 21, 2020

Community Events: Set up tentative for Over 80's event in November with Cookie Ohlsen. Told we will have to see what happens closer to date.

Rentals: Danny Schweers showing went well. Patrick asked if the ACRA teens could chalk the entrance outside the Buzz. Looked nice and they did not disturb Danny's show. Said he had a good show. I know he sold one of the photos on the wall. Set up another tentative private birthday party for December. Again, wrote on calendar. However, asked her to contact me at end of October to see if any changes occurred.

ASHI had first meeting on 9.17.20. Gave instructions for meeting Covid.

Awakened Heart- Still no start date for them yet.

Dominic Chan – Still only has one-person class but still using buzz. Sent in rent check for days he's used.

Jester Art space -No date yet.

S & M-New info on Website looks great! Thank you to Ken and Mary for updating the website.

People contacting me for changes on the calendar for Zoom meetings now. Not sure why but love to do it if it helps.

Will be giving out a spread sheet of all the donations for S and M and all other meetings that ask for donations for the Buzz.

Operating issues:

Waiting for date for Security Instruments. Chieffo Electric coming in on 9.12. in am to fix the lights on outside of Buzz. As of this report all fixed. Patrick still working on Manual for Maintenance for Buzz. Would like to discuss an executive meeting to discuss employee hours, etc.

Toby set up for Franks flooring to meet us to talk about the floors with regard to moisture coming in, etc.

Solar Reading: 41986 9.10.20

Marketing:

One website rental set up for December. No phone calls except sales calls. New sign on bulletin board at Booths Corner saying that flyers are being removed by other vendors.

Explains why I keep putting up and no inquiries.

Thanks for allowing me to give this report.

Respectfully,

Pam Cohen

9/21/2020

BWVC PROGRAM REPORT BETWEEN: 7/15/20–9/21/2020

Friday Night Programming:

Coffee House- On hold.

Art Loop Arden– Art loop canceled until further notice due to covid restrictions.

On going monthly programming: Interest in re-opening classes.

Mobility Class – On-going zoom class. Chair yoga will be offered for one day while Barbara McNanny is receiving additional certifications. Donations have continued to come in covering only about half of the hard costs.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. 7-9PM. On hold during covid.

Yoga – with Barb McAnany , 8:30 AM on Saturday mornings. Status - Canceled.

Arden Bookies- Community book club. First Monday. Not meeting in the building.

Community event requests:.

Emily Ferrell, Art auction: Asking for a confirmation date June 16-19 2021.

ACRA: Jeff Politis is conducting a survey to see if families might be interested in holding classes in the BWVC for their school aged children.

Mural and Rug: The small mural has been completed and hung in the hallway. It looks great. Linda forwarded her expenses for payment. The larger mural is next to be displayed once Jeremy preps the green board in room 1.

"The wall for the large mural needs to be prepped before that one can be installed. The necessary steps are

1. Remove the piece of trim separating the corkboard and the chalk board
2. Remove the cork board
3. Replace the cork board with a board that is level with the chalk board
4. Fill the crack between the new board and the chalkboard to create one smooth surface

After that is accomplished, I can install the large mural to that surface and create a frame around it."
Linda Celestian.

PPP: Vendor, Beth Keil's refund check was re-sent to her new address in Arizona.

Exterior lights on BWVC: Electrician, Joe Cheifo, replaced the outdoor sensors.

Respectfully submitted,

Toby Ridings

Chairperson's Report
7:30 PM at the BWVC
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Chairperson's Report

Projects –

Met with Jeremy: (week of the 28th)

Room 1 Mural – Entire chalkboard area to be demolished and resurfaced to appropriate smooth surface with frame to fit to mural. Denis will direct work as Jeremy progresses.

Hall Transition – Trim is in hand and will be installed.

Air Purification –

Met with Solar Hating Company and received bid:

Furnish and install I Wave Air Purifiers as follows:

(Two) I Wave-V Air Purifiers will be furnished and installed.

(Two) I Wave-F M-S Air Purifiers will be furnished and installed.

All power wiring is included.

All control wiring is included.

One complete start and check of new system is included.

One year labor warranty through installer.

For the sum total of \$ 2,900.00

Add **\$1,675.00 to sum total** for four Vision Pro 8000 Wifi Ready Thermostats. Gateway and programming are included.

Facilities Guide

Pam Cohen has contacted Patrick. He is in process of writing. He will submit an 8 hour time sheet for the work.